



**POSITION DESCRIPTION  
WACONIA PUBLIC SCHOOLS**

**SECTION I: GENERAL INFORMATION**

<b>Position Title:</b> Educational Assistant	<b>Department(s):</b> Teaching & Instruction, Special Services
<b>Immediate Supervisor's Position Title:</b> Principal and/or Director of Special Education	<b>FLSA Status:</b> Non-Exempt
<p><b>Job Summary:</b> Under the direction of the Building Principal, Director of Special Education and/or designee, and the guidance of licensed and professional instructional staff, this classification represents a broad grouping of varied positions providing instructional support and assistance to children. Positions assigned to this classification are expected to have gained or learned basic knowledge, skills and fundamentals in learning theory, child development, behavioral management/modification, and general instructional fundamentals in order to work in the classroom with groups of students or one-on-one in the areas of instructional reinforcement and student learning assistance. Responsibilities and duties involve assisting and guiding students in the reinforcement of district curriculum and academic subject areas such as reading, math, science, language or other classroom subjects by reinforcing lesson plans, implementing behavioral plans and/or monitoring and enforcing appropriate behavior in accordance with instructional lesson plans and/or student IEP's. Positions assigned to this classification provide assistance and support in terms of preparing exercises for students that are better suited to their learning needs, recording tests, copying materials for the classroom, correcting papers/tests, updating and maintaining classroom records, files and supplies. Specific duties and responsibilities of any position will vary from program-to-program and building-to-building.</p> <p>Positions assigned to this classification: 1) meet the minimum educational and experience requirements established by state and federal law; 2) perform instructional support duties under the immediate supervision of a licensed staff person, and; 3) provide classroom support in academic reinforcement, tutoring or practice.</p>	

**SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES**

<ul style="list-style-type: none"> <li>• Reinforces academic instructional subjects, concepts and lessons delivered by licensed instructional staff.             <ul style="list-style-type: none"> <li>a) Works with students in small groups and/or on a one-on-one basis in the classroom and other settings.</li> <li>b) Carries out and implements daily objectives to assist students in learning the material and daily lessons provided by licensed instructional staff.</li> <li>c) Provides assistance to students in daily living skills, health needs and/or hygiene needs when required.</li> <li>d) Assists licensed staff in adapting and modifying lessons for students with special needs or in need of additional reinforcement/practice.</li> <li>e) Maintains confidentiality of student educational records as required by district policy, state and federal law.</li> </ul> </li> <li>• Monitors, assesses and supervises student behaviors to ensure behavioral management consistent with any student IEP or to reinforce appropriate behavior and learning within the classroom or other settings.             <ul style="list-style-type: none"> <li>a) Implements and provides appropriate consequences for inappropriate behavior consistent with district philosophy, rules and/or individual behavioral plans.</li> <li>b) Teaches and models appropriate peer interactions.</li> </ul> </li> <li>• Meets with instructional staff to discuss student needs and student progress. Provides input and assists staff in identifying problems, concerns, issues and/or student progress.</li> </ul>
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- Provides students in small groups or on a one-on-one basis with general support, supervision and assistance on playgrounds, in the lunchroom, at assemblies, in the swimming pool, and on field trips.
- Assists instructional personnel in the preparation of classrooms, daily lesson plans and activities.
  - a) Assembling classroom materials and supplies.
  - b) Typing tests, handouts or other materials.
  - c) Copying and duplicating materials needed for lesson plans.
  - d) Assisting in correcting tests, scoring tests, documenting and recording test results, etc.
  - e) Performing general cleaning and housekeeping activities within the classroom.
- Provides assistance to medically-fragile students in all settings where the school district is responsible for student care.
- Assists students with their transferring, positioning and mobility needs as directed by the physical therapist, occupational therapist, or other special education or related services provider.
- Acts as a job coach under the supervision and direction of a licensed professional.
- Assists other district personnel in supervising students during recess/lunch periods, by performing student monitoring and supervision in lunchrooms, playgrounds, hallways, and in bus loading/unloading areas.
- Performs other duties of a comparable level or type, as required.
  - a) Attends training sessions, conferences, seminars, and district in-services or staff meetings.
  - b) Assists in special projects, as needed.
- Attends work regularly and punctually.

### SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

**EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:**

<b>REQUIRED EDUCATION/TRAINING (choose one)</b>				<b>DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)</b>
	<b>Less than high school diploma</b>			Associate's Degree, at least two years of study at an institution of higher education (a minimum of 60 semester credits), or a passing score on the ParaPro assessment.
	<b>High school diploma or GED.</b>			
	<b>1 year college</b>	<b>x</b>	<b>2 years college</b>	<b>Major field of study or degree emphasis:</b> Child development, human development, learning, behavioral management or related area.
	<b>3 years college</b>		<b>4 years college</b>	
<b>x</b>	<b>Associate's Degree or equivalent</b>			
	<b>Bachelor's Degree</b>			<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b> <ul style="list-style-type: none"> <li>• Knowledge of basic math, reading, language, science, or</li> </ul>

<b>Master's Degree</b>	<p>other academic concepts pertinent to area of assignment.</p> <ul style="list-style-type: none"> <li>• Knowledge of general learning concepts, theories and fundamentals.</li> <li>• Knowledge of child development fundamentals and concepts.</li> <li>• Knowledge of problem-solving and conflict resolution techniques.</li> <li>• Knowledge of behavioral management strategies, crisis intervention and methods.</li> <li>• Knowledge of district policies, guidelines, rules and philosophy pertaining to discipline and appropriate student behavior and consequences.</li> </ul>
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<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>	
<b>Required Work Experience in Addition to Formal Education/Training:</b> No previous experience required.	
<b>LICENSE/ CERTIFICATION</b>	<p><b>Identify licenses/certification required upon hiring:</b> No specific licenses or certification required to gain entry into the classification. District may require specific certifications, courses and/or licenses after hiring depending upon the specific job assignment, or needs of the district.</p>

<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>	<p><b>Skilled in:</b></p> <ul style="list-style-type: none"> <li>• Supervising student behavior and applying consistent consequences for appropriate and inappropriate behaviors.</li> <li>• Adapting lessons to the individual needs of students to facilitate their learning and to assist them in meeting any individual learning plans and objectives.</li> <li>• Reading and interpreting documents, administrative policies, manuals, department guidelines and operational procedures.</li> <li>• Writing routine correspondence, routine reports, memos, documents, charts or other correspondence/recording keeping requirements of the job.</li> <li>• Taking instruction and direction from licensed personnel and following classroom/program routines.</li> <li>• Learning and applying academic materials relevant to duties and needed in the reinforcement or tutoring of students.</li> <li>• Interacting with and serving as a role model concerning learning and behaviors.</li> <li>• Dealing appropriately with student conflict and behavioral issues consistently and in accordance with district guidelines, disciplinary principles, and/or individual student plans.</li> <li>• Reinforcing and assisting students in acquiring or performing basic living skills or health needs.</li> </ul>	
<b>RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS</b>		
	<b>Titles of Positions Directly Supervised</b>	<b># of Employees</b>
1		0
	<b>TOTAL</b>	

<b>INDIRECT SUPERVISION:</b>	
<b>Number of employees indirectly supervised:</b>	<b>Total:</b> 0

<b>HAZARDOUS WORKING CONDITIONS:</b> <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	<p><b>Unusual or hazardous working conditions related to performance of duties:</b></p> <p>Work is performed typically in a school setting. Position holders may be exposed to student conflicts, inappropriate behaviors, acting out behaviors and verbal outbursts. The potential for risks and hazards can be minimized given district procedures, job training, risk management procedures of the district, and supervision/direction provided by professional staff.</p>
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<b>PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities</b>				
<b>Employee is required to:</b>	<b>Never</b>	<b>1-33% Occasionally</b>	<b>34-66% Frequently</b>	<b>66-100% Continuously</b>
Stand			x	
Walk			x	
Sit			x	
Use hands dexterously (use fingers to handle, feel)		x		
Reach with hands and arms			x	
Climb or balance	x			
Stoop/kneel/crouch or crawl			x	
Talk or hear				x
Taste or smell	x			
<b>Physical (Lift &amp; carry):</b>				
up to 10 pounds				x
up to 25 pounds		x		
up to 50 pounds		x		
up to 75 pounds	x			
up to 100 pounds	x			
more than 100 pounds	x			

<b>PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities</b>
<p><b>Physical requirements associated with the position can be best summarized as follows:</b></p> <p><b>Light Work:</b> Exerting up to 50 pounds of force occasionally, and/or up to 10 pounds of force continuously, and/or negligible amount of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.</p>

